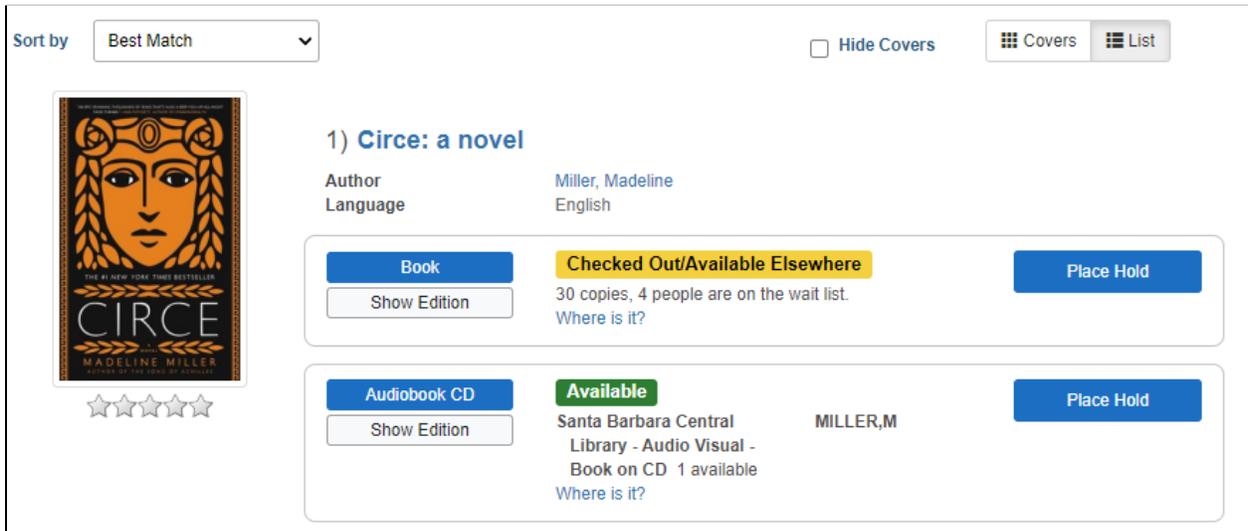


How to Place Holds in Aspen

Navigate to the Aspen catalog, available on the library website: <https://catalog.sbplibrary.org/>

Locate the item you want, and then click on the blue *Place Hold* button.



The screenshot shows the Aspen catalog interface for the book "Circe" by Madeline Miller. At the top, there is a "Sort by" dropdown menu set to "Best Match", a "Hide Covers" checkbox, and buttons for "Covers" and "List". The book cover for "Circe" is displayed on the left, featuring a stylized face with braids and the title "CIRCE" by Madeline Miller. Below the cover are five stars. The main content area shows the book title "1) Circe: a novel" and the author "Miller, Madeline". The language is listed as "English". There are two rows of options for the book. The first row is for the "Book" format, which is "Checked Out/Available Elsewhere". It shows "30 copies, 4 people are on the wait list." and a "Where is it?" link. A "Place Hold" button is present. The second row is for the "Audiobook CD" format, which is "Available". It shows "Santa Barbara Central Library - Audio Visual - Book on CD 1 available" and a "Where is it?" link. A "Place Hold" button is also present.

If you are not already logged into Aspen, you will be prompted to enter your library card number and PIN in a pop up window. Remember, your PIN is typically the last 4 digits of your phone number.

Confirm that the location where you want to pick up the hold is correct. If you like, you can check the box to default to your preferred pick up location.



Click the blue *Submit Hold Request* button.

Sign In ×

Your Library Card

Your PIN or Password

Don't have a library card? [Register for a new Library Card.](#)

Reveal Password

Remember Me



Place Hold on Circe : a novel



Holds allow you to request that a title be delivered to your home library. Once the title arrives at your library you will receive a notification informing you that the title is ready for you. You will then have 7 days to pick up the title from your home library.

I want to pick this up at

Santa Barbara Central Library 

Always use this pickup location

Automatically cancel this hold if not filled by

mm/dd/yyyy 

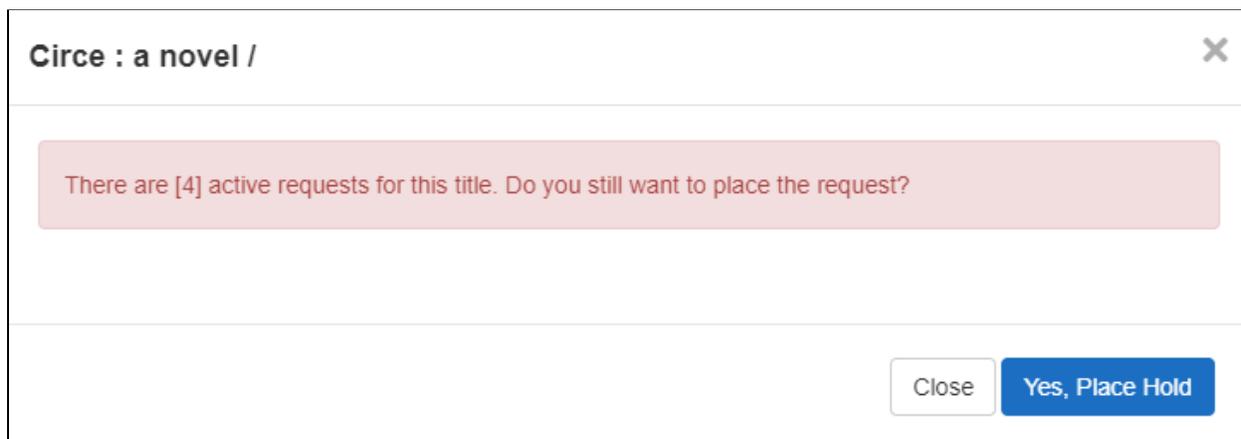
If this date is reached, the hold will automatically be cancelled for you. This is a great way to handle time sensitive materials for term papers, etc. If not set, the cancel date will automatically be set 6 months from today.

Log me out after requesting the item.

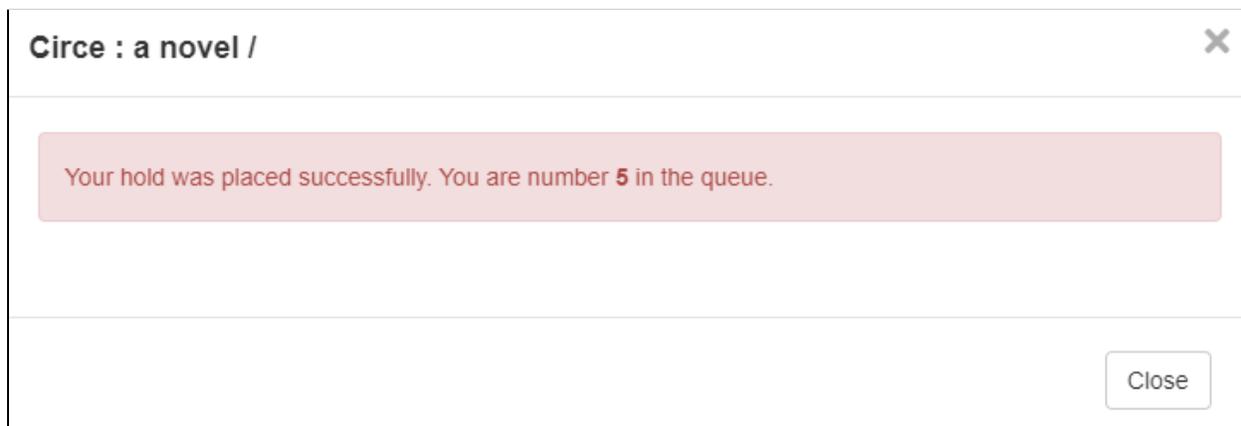
[Close](#) [Submit Hold Request](#)



Aspen will display an alert for how many holds are ahead of you. Make sure to select the blue *Yes, Place Hold* button.



Select the white *Close* button to close the pop-up window.



When your hold is ready to pick up, you will receive an email notification.

